



Import a Check Capture Administrator Offline Logon Profile



Application Tip

After creating your Check Capture Administrator Offline Logon Profile (credential file) in OTCnet Online, next you will import your Offline User Profile in OTCnet Offline. You need to import the credential file to start the Offline application.

To import the **Check Capture Administrator Offline Logon Profile**, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on the workstation desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)**.

2. The *OTCnet Offline Startup* window appears. Click the **File** menu, and then click **Import User Profile**.
3. The *Select User Profile File* dialog box appears. Navigate to the location on the workstation where the Check Capture Administrator Offline Logon Profile was saved. Select the file and click **Import**.



Application Tip

The default location on the Select User Profile File dialog box is the user's **My Documents** folder.



Application Tip

Once you have successfully imported the Check Capture Administrator Offline Logon Profile, you receive the *Successfully imported user profile* message. You can proceed with starting OTCnet Offline on the workstation.